



POSITION DESCRIPTION

CLASSIFICATION TITLE Senior Buyer **WORK AREA** Purchasing
Senior Procurement Analyst

CLASS CODE 5309/Exempt **EFFECTIVE DATE:** January 14, 2001

FUNCTION Performs highly technical work involving the purchasing of diversified commodities or services on a competitive basis for the County.

EDUCATION AND EXPERIENCE Bachelor's Degree in Public or Business Administration, or a closely related field and three (3) years' progressively responsible experience in purchasing commodities for governmental organizations. Preference will be given to individuals possessing certification as a Certified Professional Public Buyer (CPPB), Certified Purchasing Manager (CPM), or Certified Public Purchasing Officer (CPPO). *A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

SPECIAL REQUIREMENTS Knowledge of market conditions and sources of supply, procurement laws and regulations, and general procurement policies and procedures. Extensive knowledge of governmental purchasing procedures and methods, including considerable knowledge of specification writing for a variety of equipment, materials, and supplies. Knowledge of Federal, State and Local purchasing regulations.

Uses independent judgment as to the quality and quantity of commodities based on factors other than price. Ability to research and develop commodity expertise and supply sources. Ability to analyze complex problems and make independent judgment. Ability to obtain and interpret market prices and trends and apply interpretations to procurement problems. Ability to establish and maintain rapport necessary to communicate effectively with vendors, department directors, division managers, County Manager's Office, elected officials, consultants and the general public. Ability to make presentations to a variety of audiences. Ability to use personal computers and associated software.

Must possess and maintain a valid Florida Driver's License. Pursuant to Florida Statutes, Chapter 112, incumbent must annually file "Form 1 Limited Financial Disclosure" in the County of their residence.

ESSENTIAL FUNCTIONS *Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Responsible for the preparation of specifications, formal bid invitations, requests for proposal (over \$25,000), request for quotations (over \$10,000), legal advertisements and correspondence regarding purchasing matters. Administers term contracts, negotiates, performs product analysis and screens requisitions, purchase orders, vouchers and reports for accuracy and conformance with established policies and procedures, code, County ordinances and State Statutes.

Develops specifications (when applicable), legal advertisements and correspondence regarding purchasing matters. Develops and issues bid invitations or requests for proposals to vendors and reviews bids or proposals for compliance with ordinances, codes, procedures and policies to determine lowest responsible and responsive vendor for award.

Conducts pre-bid conferences and public bid openings. Prepares agenda items and recommends to the appropriate level of authority. Authorizes issuance and signs purchase orders for contract of materials, supplies, professional and non-professional services and equipment.

Prepares reports for the Purchasing Division concerning costs analysis, quality, standardization, value analysis and price trends.

Performs other duties as assigned or as may be necessary.

WORKING CONDITIONS The work environment for this position is generally an office setting. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.